

# Operations and Programming

An overview guide to successful operations: compliance, planning and implementing

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# Board Responsibilities



**MISSION/VISION OF THE  
SCHOOL**



**POLICIES THAT ARE IN  
COMPLIANCE WITH  
LOCAL, STATE AND  
FEDERAL REGULATIONS**



**HANDBOOKS THAT ARE  
ALIGNED WITH THE  
MISSION OF THE CHARTER  
SCHOOL AND THE  
POLICIES**

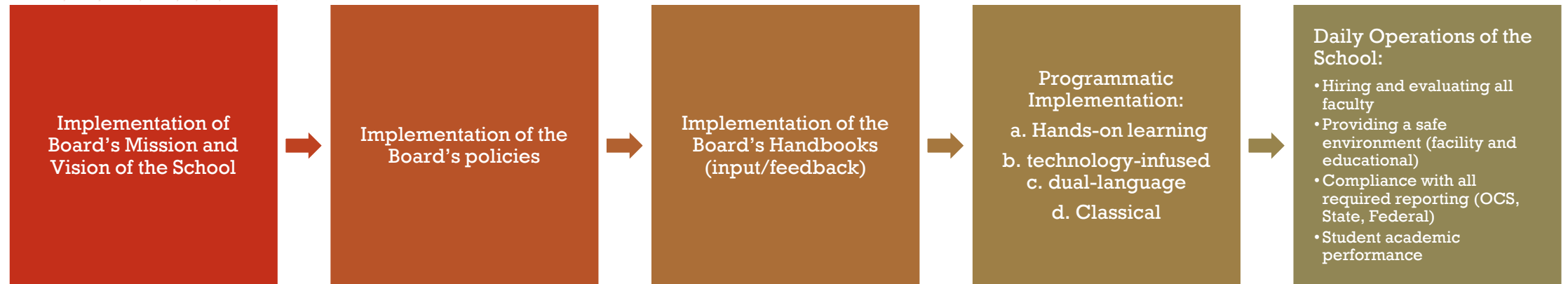


**HIRING AND EVALUATING  
SCHOOL LEADER**



**BUDGET APPROVAL**

# School Leader Responsibilities



# Non-Negotiables



Governance- by-laws, composition, open meetings, minutes, voting



Academics- certified, licensed staff, core curriculum aligned to NC standards, promotion/progression plan, student support services such as EC, ELL, AIG, grading/reporting



Finance- approved and adopted budget, fiscal policies and segregation of duties, financial reporting using LINQ, clean audits



Operations- health and life safety inspections, insurances, food service, transportation plan, emergency/crisis Plans

# What Should We Do First?



What is **CRITICAL** to YOUR Mission?

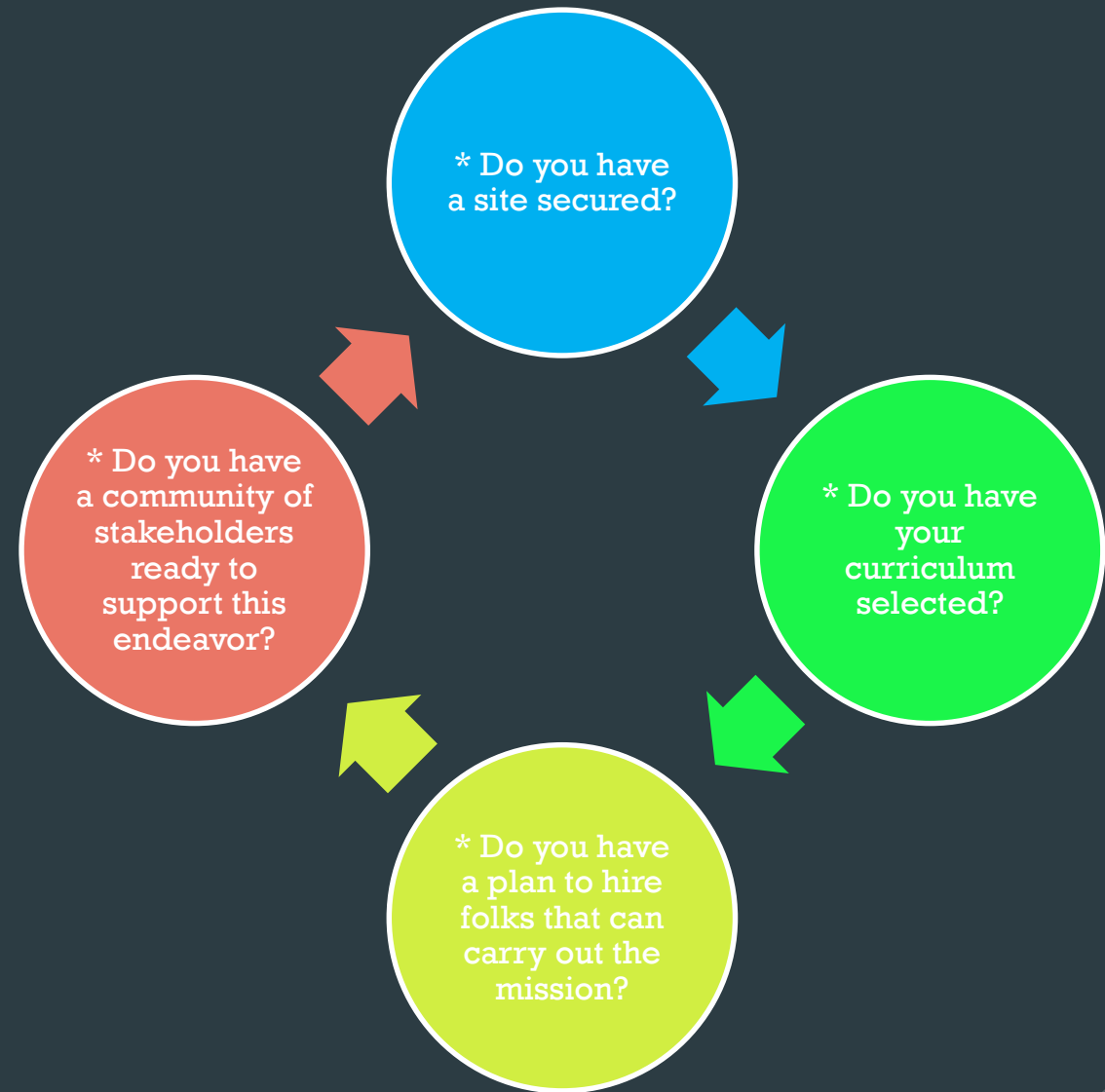


WHO do you serve and WHY?

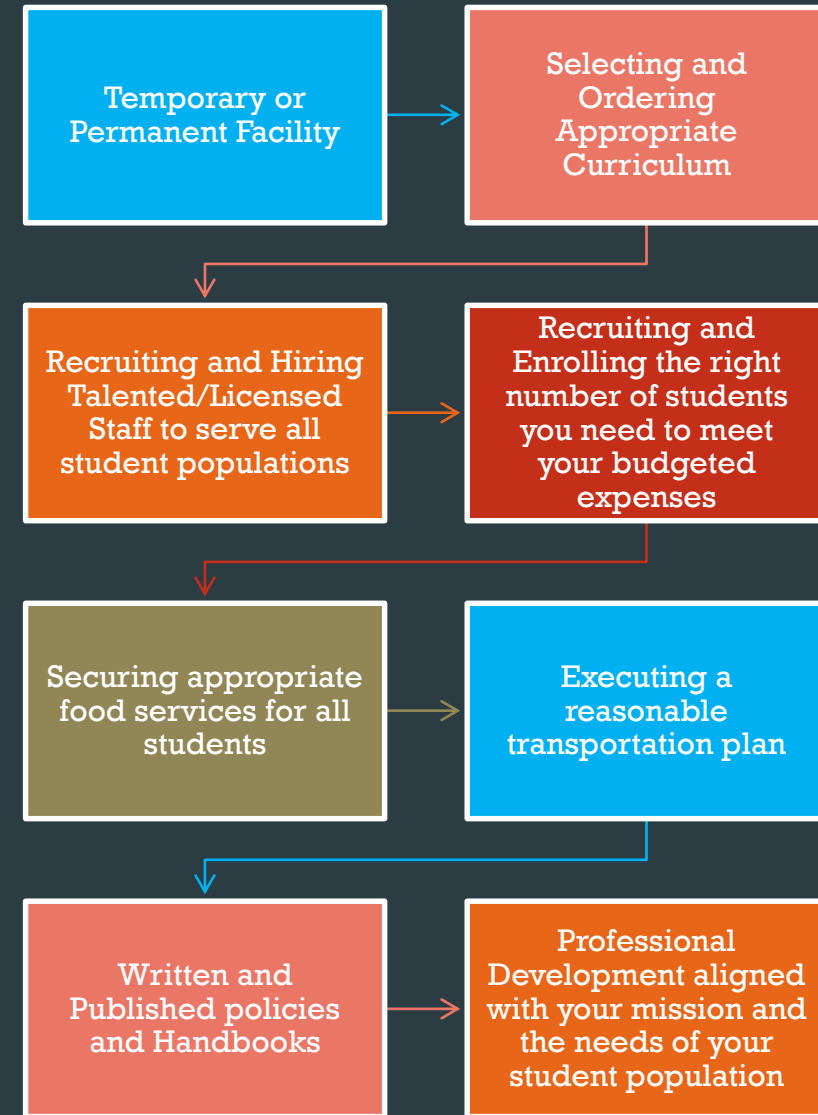


What do you do that makes YOUR School special?

Now, tell me how  
you plan to do it!



Do you know  
what you need  
help with?



# Who Can you Call?

- Office of Charter Schools
- North Carolina Association for Public Charter Schools
- Phone-A-Friend:
  - a. Identify a successful program in your area and call the school leader or another board chair
  - b. Ask the person at a table near yours
  - c. Ask your vendors for other successful school leaders' contact information
  - d. Feel free to email or call me anytime! I promise I'll help you or tell you who can!

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